



ASSOCIATED STUDENTS, INCORPORATED

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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## ADMINISTRATIVE MANUAL

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### ASI SIGNATURE AUTHORIZATION

POLICY 225

PROCEDURES:

1. ASI SIGNATORY AUTHORITY

NOTE: The University's designated signatories<sup>1</sup> may sign as Executive Director in the absence of the Executive Director<sup>2</sup> on all the listed categories of ASI transactions below.

<sup>1</sup>University Designated Signatories

Dean of Students

Vice President for Student Life

<sup>2</sup>ASI Designated Signatories

Executive Director

Director of Government Affairs & Leadership Programs

General Office Manager

On automated payroll checks a facsimile signature is used for the Executive Director, ASI. In the absence of the Executive Director the Director of Government Affairs & Leadership Programs or Office Manager may sign a timesheet or an ETR adjustment with the co-signature of the Dean of Students or VP Student Life.

2. Requests for Payment or Purchase Order (RPP) (see policy 210 for detailed procedures) RPP's require the signature of the following key personnel:
- a. ASI President or Dean of Students or designee in the following cases:
    - i. All travel, regardless of the amount.



- ii. All expenditures up to \$5,000.00 including any equipment purchase or lease over \$5,000.00.
- b. The ASI Executive Director. In the absence of the Executive Director the Director of Government Affairs & Leadership Programs or the Office Manager of Administration and Services may serve as a second signatures for:
  - i. All expenditures up to \$5,000-\$10,000 including any equipment purchase or lease over \$5,000-\$10,000.
  - ii. In the absence of the Executive Director, Director of Government Affairs & Leadership Programs and the Office Manager of Administration and Services the Dean of Students or designee will serve as the required second signature.
  - iii. The Dean of Students or Designee for the University in the following cases:
    - 1. Payroll for Associated Students, Inc.
    - 2. All expenditures over \$5,000.00 including any equipment purchase or lease over \$5,000.00.
    - 3. All Grant-in-Aid payments.
- c. The ASI Vice President for Finance or designee in the following cases:
  - i. Signs all RPPs
  - ii. All payments related to student organization funding approved via award letter approval.
- d. After all signatures have been obtained, copies of the RPP and all supporting documentation must be made, and placed on file in the ASI Administrative Office.
- e. Purchase Requisitions: The Executive Director or designee can sign a Purchase Requisition to request a purchase order.
- f. Purchase Order Signatures: The Executive Director or designee signs Purchase orders under \$10,000.00. Purchase orders \$10,000 or more are signed by Executive Director or designee and by the University's designated signatories.
- g. In the absence of the student officers referenced above, the ranking of students signatures for RPP review shall be:



ASI President  
Vice President for Finance  
Vice President for Administration  
Vice President for Academic Governance  
Vice President for External Affairs and Advancement  
Secretary Treasurer

h. No student signatory may sign twice for the same RPP.

Performance Agreements: Are co-signed by the Executive Director, designee, Director of Government Affairs and Leadership Programs, Senior Coordinator of Student Engagement & Outreach, or Office Manager.

- a. Standard Agreements: Are signed by the Executive Director or designee. In the absence of the Executive Director she/he must be consulted for verbal approval prior to signature on any agreements.
- b. Travel, Personnel, and Payroll Documents: Are signed by the Executive Director or designee.
- c. All documents (travel requests, check requests for reimbursements, etc.) issued to the Executive Director: Are signed only by the University's designated signatories.
- d. Budget Adjustments between line items, up to 10% within a budget area: Are co-signed by the Executive Director, ASI President, and ASI Vice President for Finance after consultation with the ASI Finance Committee.
  - i. Budget line item adjustments exceeding 10% can only be made for the reason that there are budget line savings/program cancellations or discontinuations. These 10% plus adjustments must be heard by the Finance Committee for approval and forwarded to the Board of Directors for approval with a majority vote.

### 3. UNIT EXPENDITURE

- a. Area Authorized Signatory
  - i. All expenditure requests from the respective operating area accounts and all other transactions creating financial



obligations to ASI are to be signed by the Executive Director or designee.

- b. Area Processing Procedures
  - i. Processing of Check Requisitions and Purchase Requisitions
    - 1. All financial transactions for ASI shall be processed in accordance with the above referenced authorizations.
    - 2. Pertinent information and support documents will be provided with requisitions as per ASI fiscal policy.

c. Check Processing

Checks are picked up by ASI from the University Business Financial Services Office (BFS) upon availability

- i. University will retain all original support documentation for filing in ASI's files in University Business Financial Services.
- ii. Checks of \$15,000 or more require two signatures – one ASI and one University. In such instances, the Executive Director's or Office Manager's signature will be obtained first, after which ASI Business Office personnel will deliver the check to one of the University's designated signatories for second signature.
- iii. Checks will be issued and/or mailed by ASI's Administrative Office. Check issuance information will be recorded on ASI's copy of the Check Requisition.

a. Invoice Processing

University Accounts Receivable will issue invoices on behalf of ASI.

b. Purchase Orders

- i. Purchase Order numbers will be prepared by the University upon submission of a properly completed and approved Purchase Requisition from the ASI Administrative Office. The purchase order number will be typed and ready for issuance within three (3) business days.

Purchase order confirmations will be issued/ mailed by ASI Business Office.



ii. Request Verbal Purchase Order Number(s) - Not available.

4. Policy History - approved

- 10/5/17
- 05/26/16
- 04/04/13

